

**Minutes
MONROE COUNTY AIRPORT AUTHORITY
ANNUAL MEETING MINUTES
March 23, 2016**

Present:

James G. Vazzana, Esq. Chairman
R. Thomas Flynn Vice- Chairman
John J. Perrone, Jr.
Susan Keith
Charles Henry Stuart
Hon. John J. Howland
Hon. Cynthia Kaleh

Others Present:

Michael Giardino Director of Aviation
Robert Franklin Treasurer
Michael E. Davis, Esq. Secretary
Donald L. Crumb, Jr., Esq. Assistant Secretary
Andy Moore

Meeting was called to order by the Chairman @ 12:05 PM

Approval of the Minutes from March 25, 2015

Moved by Member Keith and seconded by Member Kaleh that the minutes be approved without changes. The motion passed unanimously 7-0.

Appointed of Officers

Proposed Slate:

Chairman Vazzana proposed the following appointed officers as annually required by the Authority By Laws: R. Thomas Flynn as Vice – Chairperson, Donald L. Crumb, Jr., Esq., as Assistant Secretary and Maryanne Fedison as Assistant Treasurer. Moved by Member Kaleh and seconded by Member Perrone. The motion passed unanimously 7-0.

Board Communications

Assistant Secretary Crumb reported that since the MCAA portion of the www.monroecounty.gov website provides the same information as the MCAA handbooks, the website will now serve as the handbook. Assistant Secretary Crumb stated that if board members had any questions finding documents to contact him for assistance.

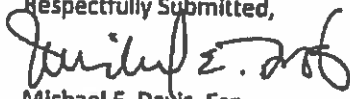
Other Business

No other business presented.

Meeting was adjourned @ 12:09 PM

The next Annual Meeting will be scheduled for March 22, 2017.

Respectfully Submitted,



Michael E. Davis, Esq.

Secretary

Dated:

**Minutes
MONROE COUNTY AIRPORT AUTHORITY
REGULAR MEETING
March 23, 2016**

Present:

**James G. Vazzana, Esq., Chairman
R. Thomas Flynn, Vice-Chairman
Hon. John J. Howland
Hon. Cynthia Kaleh
John J. Perrone, Jr.
Susan Keith
Hank Stuart**

Others Present:

Michael Giardino	Director of Aviation
Michael E. Davis	Secretary
Donald L. Crumb, Jr. Esq.	Assistant Secretary
Robert Franklin	Treasurer
Hon. Anthony Daniele	
Andy Moore	
David Haas	

Meeting was called to order by the Chairman @ 12:10 PM

A Certificate of Appreciation was presented to Hon. Anthony Daniele for his years of service to the MCAA. A moment of silence was observed in memory of Anthony J. Costello and Daniel Fedison.

Approval of the Minutes from January 20, 2016

The minutes were approved without changes. A motion to accept the minutes was moved by Member Perrone and seconded by Member Flynn. The motion passed unanimously 7-0.

Treasurers Report

Treasurer Franklin reported that there are two (2) reports today to go before the Board. The statement for travel and business had seventeen (17) related expenses for the reporting. The business/travel expenses were submitted within the required 10 days and with appropriate supporting documentation and no expenses submitted were rejected.

The statement for credit card usage by the Director was presented for the reporting period of January and February 2016 totaling \$6,954. The credit card expenses were submitted within the required 10 days and with appropriate supporting documentation.

Motions to accept both the credit card usage and report on travel and business expenses were moved by Member Keith and seconded by Member Perrone. The motions passed unanimously 7-0.

Audit Committee Report

Presented by Member Perrone.

Governance Committee Report

Presented by Member Flynn.

Audit Committee Member Nomination

Member Perrone indicated that there is a vacancy on the Audit Committee and opened the floor to members for nominations. Hon. John J. Howland accepted the nomination and will be added to the Audit Committee. A motion to accept was moved by Member Kaleh and seconded by Member Keith. The motion passed unanimously 7-0.

Approve Submission of the Annual Report and Acceptance of 2014 Audit Report by Bonadio & Co., LLP

Member Perrone made the recommendation to the board that the board pass a motion to approve board policies and the 2015 Audit as presented in detail earlier by Bonadio & Co., LLP to the Audit Committee. A motion to approve and adopt was moved by Member Keith and seconded by Member Kaleh. The motion passed unanimously 7-0.

Authorize a Contract with Patrick Gluliano d/b/a Gusto for a Food and Beverage Concession for the Monroe County Airport Authority at the Greater Rochester International Airport

Administrative Director Giardino stated that an RFP for Food and Beverage was issued, six vendors downloaded the RFP, and one vendor submitted a proposal and a selection committee deemed the proposal most qualified. It was noted that the MAG increased \$300.00 and that the vendor is current. A motion to approve and authorize was moved by Member Keith and seconded by Member Perrone. The motion passed unanimously 7-0.

Litigation Report

Assistant Secretary Donald L. Crumb Jr., Esq., reported that the litigation summary is included in the 2015 PARIS report and presented the litigation report to the Audit Committee earlier. Overall, there are a minimum number of claims at the Airport. Conversation ensued and it was noted that the I-390 case has ended and that MCAA/Monroe County won the appeal.

Traffic Report

Mr. Dave Haas reported January 2016 enplanements at 86,634 (increase of 2.1% over January 2015 at 84,335) and February 2016 enplanements at 87,220 (increase of 1.2% over February 2015 at 86,224). Total enplanements for 2016 are 173,854 (increase of 1.6% as compared to 2015 YTD). Top three for passenger share is Delta 29.7%, American 22.9%, United 20.0%; Allegiant our newest carrier has 5,000 YTD enplanements and 3.0% enplanement share. Thruway Airport comparison – BUF was the only Airport with a decrease over 2015 (-2.5%), ROC increased 1.6%, SYR increased 1.75% and ALB increased 15.4% (JetBlue introduced service in ALB in 2015 to Orlando & Ft. Lauderdale). Load factors at ROC for January 2016 were 77.9 % (second highest on record after January 2014 at 79.4%), February 2016 was 83.2% (highest February since 2011 at 83.7%). Departing seats decreased in January 2016 (111,151) compared to January 2015 (116,356) 5,205 seats/day and February 2016 increased 37 seats/day.

Passenger airline landing weights are down 1.21% for the two month period YTD. January and February 2016 7,656 tons of cargo was handled at ROC. Scheduled departing trips for January 2016 and February 2016 decreased 2.1% as compared to 2015 YTD.

Director's Report

Director Giardino opened by thanking Hon. Anthony Daniele for his service to the MCAA and offering his condolences to USAirports on Anthony J. Costello's passing and to the family of Maryanne Fedison on Daniel Fedison's passing. The Director provided an update on the air service development initiatives and his recent attendance at the Routes America conference where he met with Spirit, Via, Air Canada and Frontier. Director Giardino stated that the Airport is working with the Chamber of Commerce to host an Air Service Development Summit in May – June and that the Airport has received letters from a contingent of passengers interested in non-stop service to Ft. Myers/Southwest Florida. The Airport currently is administering a more detailed survey to this group. Operationally, ROC experienced a light winter with ice a challenge at times. Construction season is upon us with Taxiway H relocation, deicing management plan and departures level roadway rehabilitation. Director Giardino briefed the board on the recently held New York Aviation Management Association (NYAMA) advocacy day. It was reported that once again, the Airport will be issuing a credit of \$1.5 Million to be split among the signatory airlines per the Airline Use & Lease agreement; management has met with the airlines and they are happy with the result. The meeting concluded with a brief description of Airport Security Plan and conversation related to recent acts of terror in Brussels.

Other Business

No other business was presented.

Meeting was adjourned @ 12:58 PM

The next Board Meeting is May 18, 2016.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Michael E. Davis". The signature is stylized with a large, sweeping initial "M" and a trailing flourish.

Michael E. Davis, Esq.

Secretary

Dated: 04-14-16

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 6 of 2016

APPROVE SUBMISSION OF ANNUAL REPORT AND ACCEPTANCE OF 2015 AUDIT REPORT BY BONADIO & COMPANY, LLP

BE IT RESOLVED BY THE MEMBERS OF THE MONROE COUNTY AIRPORT AUTHORITY, as follows:

Section 1. The Annual Report for the Monroe County Airport Authority as presented at this meeting (Exhibit 1), is hereby accepted and it is authorized and directed that said report be filed with NYS Authority Budget Office, the County Executive, Chief Financial Officer, and President of the County Legislature for the County of Monroe in compliance with Section 2800 of the Public Authorities Law. The financial reports included as part of the Annual report are hereby approved. Maryanne Fedison, Assistant Treasurer, is designated to certify the Annual Report, and any portions thereof, requiring certification by the Public Authorities Law.

Section 2. Public Authorities Law Section 2824 requires the establishment of policies regarding payment of salary, compensation and reimbursement and rules for time and attendance of the chief executive and senior management. The Authority hereby determines that said policies and rules are not required since all services to the Authority are rendered by the County of Monroe pursuant to a Lease and Operating Agreement dated September 15, 1989 and the Authority has no employees and has not created any employee positions.

Section 3. Based upon the review and recommendation of the Audit Committee the Monroe County Airport Authority hereby readopts the policies, as revised and updated, as follows: Business and Travel Expense Policy; Code of Ethics Policy; Credit Card Policy; Disbursement Policy; Extension of Credit to Board Members and Executive Officers Policy; Fixed Asset Policy; Internal Controls and Financial Accountability Policy; Investment and Deposit Policy; Procurement Disclosure Policy, Procurement Policy; Tracking, Inventory, and Disposal of Assets and Acquisition of Real Property; Travel Policy; and Whistleblower Policy. (<http://www2.monroecounty.gov/airport-MCAA.php>)

MONROE COUNTY AIRPORT AUTHORITY
RESOLUTION NO. 6 of 2016
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**APPROVE SUBMISSION OF ANNUAL REPORT AND ACCEPTANCE OF 2015 AUDIT
REPORT BY BONADIO & COMPANY, LLP**

Section 4. The Authority having reviewed the 2015 Financial Statements and Independent Auditors' Report prepared by Bonadio & Company, LLP hereby accepts said Report and authorizes its filing as required by the Public Authorities Law. (Exhibit 2)

ADOPTION: Dated: March 23, 2016

Vote: 7-0

I, Michael E. Davis, Esq., Secretary,
Monroe County Airport Authority, do hereby
certify that the within Resolution was duly
adopted by the Monroe County Airport
Authority at a General Meeting held March 23, 2016.

Dated:


Michael E. Davis, Esq., Secretary



MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 7 of 2016

AUTHORIZE A CONTRACT WITH PATRICK GIULIANO d/b/a GUSTO FOR A FOOD & BEVERAGE CONCESSION FOR THE MONROE COUNTY AIRPORT AUTHORITY AT THE GREATER ROCHESTER INTERNATIONAL AIRPORT

BE IT RESOLVED BY THE MEMBERS OF THE MONROE COUNTY AIRPORT AUTHORITY, as follows:

Section 1. The Monroe County Airport Authority hereby authorizes the Administrative Director to execute a Food and Beverage Concession Agreement with Patrick Giuliano d/b/a GUSTO, 5475 North Old Bald Hill Road, Hemlock, New York 14466 for the Monroe County Airport Authority at the Greater Rochester International Airport.

Section 2. Patrick Giuliano d/b/a GUSTO was determined by a Selection Committee to be a qualified proposer in response to a Request for Proposal (RFP) issued by the Monroe County Airport Authority. The contract will be for a period of three (3) years with the option to extend for one (1) consecutive term of up to three years, at the sole discretion of the Authority.

Section 3. The Monroe County Airport Authority will receive the greater of a minimum annual guarantee of \$11,364.00 or 5% of gross sales. The Administrative Director will finalize the terms of this agreement with the concessionaire prior to the execution of the concession agreement.

Section 4. This resolution shall take effect immediately.

ADOPTION: Date: March 23, 2016

Vote: 7-0

I, Michael E. Davis, Esq., Secretary,
Monroe County Airport Authority, do hereby
certify that the within Resolution was duly
adopted by the Monroe County Airport
Authority at a General Meeting held March 23, 2016.

Dated:



Michael E. Davis, Esq., Secretary

